	Forest Heights Police Department
	Policy and Procedures Manual

Subject:	Merit Increases and Evaluations

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A. Purpose

To document policy and procedures by which Forest Heights Police Department (FHPD) officers will be evaluated to determine if they qualify for a merit pay increase.

B. Policy

1. Officers are eligible to receive merit increases within their pay grade on each anniversary date as established by their current approved pay scale.

2. The FHPD Chief will complete a quarterly report for each officer.

3. If an officer is promoted from one grade to another, the anniversary date will change to the date of the promotion.

4. Newly hired officers will be placed in a pay grade based on a combination of training, experience, education and other factors as determined by the Chief.

C. Eligibility

1. To be eligible for a merit increase on the officer's anniversary date, the officer must receive satisfactory evaluations and the officer's work must meet the standards established as by the FHPD Chief for four quarters immediately preceding the officer's anniversary date.

2. Other factors that will be considered are commendations, disciplinary actions, and warnings the office may have received, and budgetary constraints.

D. Quarters and Month Report Due

1. June, July, August – Report due in September

2. September, October, November – Report due in December

3. December, January, February – Report due in March

4. March, April, May – Report due June

E. Exceptions

1. This policy does not apply to cost of living increases officers and civilian employees receive that are authorized by the Town of Forest Heights Mayor and Town Council.

2. The Chief, with the approval of the Mayor and Town Council, may approve merit increases prior to the officer's anniversary date for outstanding or excellent performance of duty.